

Effective 16 January 1998

Department of the Army
Headquarters, United States Army Elements
Allied Command Europe
CMR# 450, Box 5100
APO AE 09705

Decorations, Awards and Honors

ALLIED COMMAND EUROPE TRI-U.S. SERVICES DoD-LEVEL, AWARDS SYSTEM

Summary. This regulation addresses the Allied Command Europe (ACE) awards, policies and procedures for submission of recommendations for awards within ACE for the Defense Distinguished Service Medal (DDSM), Defense Superior Service Medal (DSSM), Defense Meritorious Service Medal (DMSM), Joint Service Commendation Medal (JSCM), Joint Service Achievement Medal (JSAM) and U.S. Awards to Foreign Military Personnel. It provides policy and guidance concerning the wear of the Supreme Headquarters Allied Powers Europe (SHAPE) Identification Badge.

Applicability. This regulation applies to the U.S. Forces members, organizations, activities attached or assigned to, and in support of, ACE.

Proponent and exception authority. The proponent of this regulation is the Military Personnel Division, U.S. Army Elements, ACE. Questions concerning this regulation will be sent to, Headquarters, U.S. Army Elements, ACE, ATTN: ACSH-MPD-A, CMR# 450, Box 5100, APO AE 09705.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Headquarters, U.S. Army Elements, ACE, ATTN: ACSH-MPD-A, APO AE 09705.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Chief of Staff. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms or by memorandum) directly to Commander, HQ, USA ELMS, ACE, ATTN: ACDP-MPD-A, CMR# 450, BOX 5100, APO AE 09705.

***This regulation supersedes U.S. Army Element ACE Regulation 600-8-22, dated 25 Feb 1995**

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CHAPTER 1

GENERAL PROVISIONS

1-1. PURPOSE. The purpose of this regulation is to establish policies and procedures for the peacetime ACE Tri-U.S. Services DoD-level Awards System - to supplement DoD Manual 1348.33-M and AR 600-8-22.

1-2. REFERENCES.

- a. DoD Manual 1348.33-M, Manual of Military Decorations and Awards, dtd September 1996.
- b. AR 600-8-22, Military Awards, dtd 25 February 1995.
- c. AR 672-7 (C), Armed Forces Decorations for Foreign Military Personnel, dtd 1 May 1985.
- d. HQDA (DAPE-HRP-UA), Endorsement dtd 18 Nov 86, Authority to Wear SHAPE Badge.

1-3. APPLICATION. This regulation is applicable to the U.S. Forces members, organizations activities attached or assigned to, and in support of, ACE.

1-4. IMPLEMENTATION. The Supreme Allied Commander Europe (SACEUR) has appointed the Deputy Chief of Staff for Personnel (DCSPER), United States Army Elements, Allied Command Europe, as the Executive Agent for administration of the Tri-U.S. Services DoD-level Awards System. This includes, but is not limited to the following:

- a. Receiving and processing to conclusion DoD-level award recommendations, except those recommendations processed to conclusion at Major Subordinate Command (MSC)/Principal Subordinate Command (PSC)/Allied Tactical Air Force (ATAF) levels under the delegated authority (see paragraph 2-2c, d and e).
- b. Appointing and convening the ACE Tri-U.S. Services Awards Board.
- c. Publishing directives necessary for administration of the awards system.
- d. Serving as the command spokesperson on awards matters.

1-5. GENERAL.

a. It is the responsibility of commanders and supervisors to recognize outstanding efforts, meritorious achievements or heroic acts of their subordinates through the timely submission of an appropriate recommendation for award, as outlined in the aforementioned references. An equitable awards policy for officer and enlisted personnel is essential to an effective awards system and must be evident for the morale and welfare of our service personnel.

b. Careful attention must be given to the preparation of awards recommendations so that the intermediate commanders, awards board members (see paragraph 3-1) and the approving authorities are able to evaluate each recommendation on its merits. Justice to the individual soldier, sailor, airman, marine and the integrity of the awards system demand that this be accomplished. Commanders and supervisors must carefully evaluate each recommendation, giving consideration to the following aspects:

- (1) The regulatory requirements for the award.

(2) The scope of the individual's responsibilities and the manner in which he/she discharged those responsibilities.

(3) The appropriateness of the decoration for which an individual is being recommended.

c. The DDSM and DSSM recommendations will be submitted in memorandum format in accordance with DoD Manual 1348.33m. The DMSM, JSCM and JSAM will be submitted by using USAE Form 600-8-22-1, through command or staff channels to the appropriate approval authority using the memorandum for recommendation. The citation may be done on bond paper or on DoD citation paper. (see Appendix D).

1-6. POLICY.

a. Military decorations are awarded in recognition of, and as a reward for heroic, extraordinary, outstanding and meritorious acts or achievements, and for service in time of war. In peacetime, the awards system does not presuppose that individuals are entitled to a meritorious service/achievement award upon departure from an assignment unless their accomplishments have significantly improved the organization's ability to accomplish its mission. All personnel assigned/attached to ACE are eligible to be considered for an award at the appropriate time. Commanders/supervisors are required to develop internal suspense systems to ensure processing and presentation prior to the individual's departure from ACE. Recommendations must be tied to specific accomplishments. Accordingly, the following two questions should be asked when individuals are being considered for an award:

(1) What has the individual done to significantly improve Allied Command Europe's, or his/her organization's ability to accomplish its mission more effectively?

(2) What has the individual done to improve morale, welfare, discipline and overall effectiveness of individual soldiers, sailors, airmen and marines?

b. Individuals should be recommended for an award only if the answer to either of the above questions shows conclusively that they made contributions resulting in significant impact on the mission. Particular attention should be given to an individual's level of responsibility when determining an appropriate award.

c. Awards **will not** be tied directly to the grade of the recipient. Rather, the award should be a reflection of both the level of responsibility and manner of performance. The designation of officer or enlisted awards reduces the credibility of the awards system. Similarly, award quotas introduce inequities, since during any given award period, the number of people deserving awards may exceed the quota level. Award/grade identification and quotas will not be established, neither formally nor informally, within ACE.

d. Commanders/Supervisors at any level should consider a Certificate of Achievement, a Letter of Commendation, a Letter of Appreciation or Service component award as appropriate recognition for those individuals who do not qualify for a DoD award.

1-7. DEFINITIONS. For the purpose of this regulation, the following definitions shall apply:

a. Heroism. Specific acts of bravery or outstanding courage, or a closely related series of heroic acts performed within a short period of time.

b. Meritorious Achievement. A highly significant accomplishment, with an easily discernible beginning and end, carried through to completion. The length of time involved is not the major consideration, but speed of accomplishment may be a factor in determining the worth of the enterprise (see paragraph 2-3 for guidance relative to duplication of awards).

c. Meritorious Service. Praiseworthy execution of duties over a period of time based on an individual's accomplishment during an entire tour of duty. Service differs from achievement in that service concerns an enterprise having a definite beginning and end, but not necessarily connected with a specific period of time.

d. Tour. A service member's tour includes his/her normal tour for which s/he is assigned plus any extensions. A Consecutive Overseas Tour, either at the current station of assignment or at another ACE command, is considered to be a separate, distinct tour.

e. ACE commands are defined as Supreme Headquarters Allied Powers Europe (SHAPE), Major Subordinate Commands; Allied Forces Central (AFCENT), Allied Forces South (AFSOUTH), Land South East (LSE), Land Central (LANDCENT), Land South (LANDSOUTH), Allied Forces North West (AFNW), Air Forces North West (AIRNW), 650th Military Intelligence (650th MI), U.S. Army Element SHAPE (USAE SHAPE), Personnel Service Companies; Allied Tactical Air Forces (ATAFs).

CHAPTER 2 INDIVIDUAL DECORATIONS

2-1. BASIC ELIGIBILITY. All U.S. Forces personnel assigned or attached to an Allied Command Europe (ACE) organization, to include individuals attached for awards jurisdiction, are eligible for DoD and joint awards. Unit commanders may desire to retain Service component awards authority.

2-2. MEDALS: DESCRIPTION, CRITERIA AND AUTHORITY TO AWARD.

a. Defense Distinguished Service Medal (DDSM). This medal provides for recognition of officers of the Armed Forces of the United States whose exceptional performance of duty and contributions to national security or defense have been at the highest levels. Such officers have direct and ultimate responsibility for a major activity or program that significantly influences the policies of the U.S. Government. The DDSM is also awarded to other senior officers who serve in positions of great responsibility, or to an officer whose direct and individual contributions to national security or defense are recognized as being so exceptional in scope and value as to be equivalent to contributions normally associated with positions encompassing broader responsibilities. The DDSM shall be placed in preference after the Medal of Honor (MH) and the Distinguished Service Crosses of the Armed Forces, but before the Distinguished Service Medals of the Armed Forces. The DDSM is the highest peacetime decoration and may be only awarded by the Secretary of Defense.

b. Defense Superior Service Medal (DSSM). This medal provides for recognition of the vital contributions made by outstanding soldiers, sailors, airmen and marines assigned to a joint DoD activity whose performance cannot be realistically recognized by a lesser award. The DSSM is comparable to the Legion of Merit (LM) awarded by the Secretaries of the military departments. The medal shall take precedence after the Silver Star Medal, but before the Services' LM. Award approval authority has been retained by the Secretary of Defense .

c. Defense Meritorious Service Medal (DMSM). The required achievement or service, while of a lesser degree than that required for award of the DSSM, nevertheless must have been accomplished with distinction. It shall take precedence after the Bronze Star Medal, but before the Services' Meritorious Service Medal (MSM). To preserve the integrity of the award, recommendations will be restricted to the recognition of noncombat meritorious achievement/service that is incontestably exceptional and of a magnitude that clearly places an individual above his/her peers. The individual recommended must be in a position of duty/job responsibility that is of significant scope and importance. The Secretary of Defense has delegated approval/disapproval authority to the SACEUR, and the SACEUR has further delegated approval/disapproval authority to the Senior U.S. Officer of AFNW, AIRNW, AFCENT, AFSOUTH, LANDSOUTH, LSE, 5ATAF, 6ATAF, AIRCENT, ARRC, AMF (L) and LANDCENT - the Senior U.S. Officer must be in the grade O-7 or above.

d. Joint Service Commendation Medal (JSCM). The required achievement or service, while of a lesser degree than that required for award of the DMSM, must nevertheless have been accomplished with distinction. To preserve the integrity of the award, recommendations will be restricted to the recognition of outstanding performances of duty and meritorious achievements that are incontestably exceptional, and of a magnitude that clearly places these individuals above their peers. This is a valued and important award and, while the scope of responsibility does not have to be as great as the DMSM, the individual's service must have been clearly outstanding. The JSCM shall take precedence with, but before, the Service's Commendation Medal. The Secretary of Defense has delegated approval/disapproval authority to the SACEUR. The SACEUR further delegated approval/disapproval authority to the Senior U.S. Officer of AFCENT, AFNW, AIRNW, AFSOUTH, LANDSOUTH, LSE, 5ATAF, 6ATAF, LANDCENT, ARRC and AMF (L). The Senior U.S. Officer must be in the grade O-7 or above.

e. Joint Service Achievement Medal (JSAM). The JSAM may be awarded to any member of the U.S. Armed Forces below the grade of O-6. The required achievement or service, while of a lesser degree than that required for award of the JSCM, must have been accomplished with distinction. The JSAM may not be awarded for retirement. It shall take precedence before the achievement medals of the military services. The Secretary of Defense has delegated approval/disapproval authority to the SACEUR. SACEUR has further delegated approval/disapproval authority to Senior U.S. Officers who currently hold DMSM and JSCM approval authority. This authority will not be delegated to any O-6 commanders holding joint international or combined positions. However, delegation of approval authority may be requested through this Headquarters as an exception to policy when an O-6 is in the position as acting Senior U.S. Officer.

f. Subsequent Awards. Personnel who are in receipt of the basic award of the DDSM, DSSM, DMSM, JSCM and JSAM must be recommended for an Oak Leaf Cluster to that award for each succeeding act, achievement or period of service that justifies the same award.

g. Signatory authority for the DMSM, JSCM and JSAM award certificates will remain with the SACEUR, with the exception of those awards approved under the delegated authority in paragraph 2-2c through 2-2e.

h. Authority to approve awards of service component achievement medals will be in accordance with appropriate service regulations.

2-3. DUPLICATION OF AWARDS.

a. Only one award will be awarded to an individual for the same act, achievement or period of meritorious service. Service component awards may not be awarded for the same act, achievement or period of meritorious service being recognized by a Defense Award.

b. The award of a decoration in recognition of a single act of heroism or meritorious achievement does not preclude an award for meritorious service at the termination of an assignment. Recommendations for award of a decoration for meritorious service will not refer to acts of heroism or meritorious achievements which have been previously recognized by decorations. In this circumstance, the award for heroism or meritorious achievement will be superseded by the service award, and the issuing orders will indicate that the heroism or achievement award will be rescinded.

c. Continuation of the same or similar type service already recognized by an award for meritorious service will not be the basis for a second award. If appropriate, an award may be made to include the extended period of service by superseding the earlier award, or the award previously made may be amended to incorporate the extended period of service. Defense awards are not normally awarded for termination of service or retirement. Service component awards are more appropriate for retirement recognition. Therefore, a joint award for service spent in an ACE Command and a Service component award of a higher level is authorized for retirement.

2-4. TIME LIMITS.

a. Recommendations for awards must be placed into the processing channels no later than one year after completion of the service, or meritorious heroic act. Recommendations received outside this time frame will normally be administratively returned without further action unless exceptional mitigating circumstances are furnished in writing by the commander concerned. In this connection, establishment of proper command controls will, with rare exceptions, eliminate late award recommendations (see paragraph 3-2i for submission time frames).

b. It is incumbent upon each commander to ensure that departing members of ACE are identified well in advance of their departure. If a recommendation for award is merited, it should be promptly

finalized and entered into the processing channels. It is desirable to present approved awards prior to an individual's departure from ACE.

2-5. RESTRICTIONS.

a. Individuals who are under a suspension of favorable personnel actions under the provisions of specific service regulations will not be recommended for, nor receive an award. This restriction applies equally to the other service components when an individual is in a comparable status.

b. Service with the organization after submission of a recommendation must continue to be honorable and above reproach. This Headquarters, ATTN: ACDP-MPD-A, will be notified immediately of all facts or circumstances (for those awards that ACE processes/approves) that may reflect unfavorably on individuals or their character of service when such information comes to light before the recommendation is processed to conclusion.

c. If after approval of an award, facts are brought to light which, had they been known at the time, would have resulted in the withdrawal/disapproval of the recommendation, then the full facts will be forwarded through appropriate channels to this Headquarters for action. This applies to those awards that ACE processes/approves.

d. Individuals assigned to ACE are considered eligible for joint award recognition upon completion of their tour. A tour of duty is defined above at paragraph 1-7d. If a service member is reassigned from one ACE unit to another or volunteers for an In-Place Consecutive Overseas Tour (COT), the individual may be considered for a joint award after completion of each tour. However, joint award recognition at end of tour when a COT has been approved is not automatic; the service member's performance of duty must have been of a truly outstanding nature. The fact that a service member will have spent several years in a joint activity (upon COT completion) is not justification alone for submitting an award recommendation at the end of the initial ACE tour.

e. A departing supervisor or commander should leave a letter of continuity with his/her successor for inclusion in an award recommendation for a subordinate. When an individual is not recommended for a joint award upon completion of a tour when a COT has been approved, the supervisor/commander may provide supporting documentation to the gaining supervisor/commander to be used to justify an award at the end of the COT.

f. Defense decorations are the appropriate recognition for outstanding service in a joint/combined DoD activity. In the following cases, service component awards are appropriate:

(1) To recognize specific acts or achievements in direct support of service component missions when not related to a joint/combined DoD mission, activity or function.

(2) To recognize an individual retiring (see para 2-3c).

(3) To recognize heroism (see para 2-6).

g. Premature disclosure of information to an individual being recommended for an award is a potential source of embarrassment to the recommending official and the command in the event of disapproval or downgrade and, therefore, will be avoided.

2-6. HEROISM AWARDS. The only DoD award which can be awarded for heroism is the JSCM. However, consideration should be given to recommending the individual for an appropriate service component heroism award.

2-7. POSTHUMOUS AWARDS. The DDSM, DSSM, DMSM, JSCM and the JSAM may be awarded posthumously.

2-8. AWARD OF DoD LEVEL MEDALS TO FOREIGN MILITARY PERSONNEL. No Joint Award is authorized for foreign military personnel.

2-9. AWARD OF SERVICE COMPONENT MEDALS TO FOREIGN MILITARY PERSONNEL.

a. Recommendation for award of a service component medal to allied forces members assigned or attached to ACE, or who are being cited for service in support of ACE, will be forwarded through appropriate channels to this Headquarters, ATTN: ACDP-MPD-A. Each award being forwarded, on foreign personnel, for the SACEUR's recommendation will include the member's date of birth in the biographical sketch. Such a recommendation, regardless of level of origin, requires the concurrence of the Ambassador and the Attaché of the U.S. Embassy in the awardee's native country and a DIA files check **prior to its arrival at this Headquarters.** The SACEUR is the approval authority for MSM and below. Requests for LM will be forwarded through the SACEUR for his concurrence prior to submission to the Office of the Secretary of Defense. **This headquarters requires a 120-day processing time for LM, and 90 days for MSM (see Appendix E).**

b. The prescribed processing channels and administrative requirements will be scrupulously observed when processing recommendations pertaining to foreign military personnel.

2-10. AWARDS OF DoD LEVEL MEDALS TO U.S. PERSONNEL AS EXCEPTION TO POLICY.

Personnel not assigned to units listed in para 1-7e are not normally considered for DoD-level medals. If the recommending officials feel the individual's achievement or service warrants DoD-level recognition, an exception to policy may be submitted through this Headquarters, ATTN: ACDP-MPD-A to OSD.

2-11. WEAR OF MSC IDENTIFICATION BADGE. HQDA has granted authority for all soldiers assigned to Headquarters Company, Headquarters Command, U.S. Army Element, SHAPE, to wear the SHAPE Identification Badge. Likewise, all other ACE military personnel may wear their respective identification badges as authorized by their particular service regulations. The badge may only be worn pinned on the left pocket or side of the Army green jacket and the Army green shirt as prescribed in AR 670-1. All other identification badges, authorized for wear on the Army uniform (AR 670-1, para 29-18a), will have precedence. Badges will not be worn for official photographs. MSC identification badges are for temporary wear while in the command and may not be worn upon permanent change of station.

CHAPTER 3

BOARDS AND ADMINISTRATIVE PROCEDURES

3-1. TRI-SERVICE AWARDS BOARDS.

a. DMSM, JSCM, AND JSAM award recommendations will be subjected to review and evaluation by only one awards board prior to final action by an ACE approving authority.

b. ACE Commanders possessing the necessary administrative and staff capability are encouraged to appoint an advisory board of officers/senior noncommissioned officers in sufficient numbers to ensure timely processing of DoD level awards recommendations. This board, when established, will evaluate awards recommendations and make appropriate recommendations either to the approving authority or the intermediate commander where authority is vested in a higher headquarters. Headquarters, U.S. Army Elements, ACE, will organize and convene the awards board in accordance with Appendix B. All other boards need not physically convene. Instead, appropriately documented packets may be delivered/routed to the voting members (minimum of three) for evaluation and recommendations by the nonvoting recorder. All board members will be appointed in writing.

c. Where possible, boards will have a balanced membership of the Tri-U.S. Services according to relative numbers assigned and their availability. Board members who are senior NCOs will evaluate recommendations on enlisted personnel only.

d. Recommendations previously boarded and so noted in an endorsement will be forwarded to this Headquarters, ATTN: ACDP-MPD-A, for final action.

e. Other ACE commands listed in Appendix C are currently supported by U.S. Army Elements, ACE, for awards boarding and processing. These commands will remain supported by this Headquarters and are not required to establish an awards board. However, as noted in paragraph 3-1b, these commands are encouraged to establish one awards board, at the appropriate headquarters, as determined by the senior commander. If this latter action is taken, boarded recommendations will not be reboarded at SHAPE. A copy of the final Board action signed by the Board president (Appendix B) will be forwarded to the approval authority for a decision.

3-2. PREPARATION AND SUBMISSION OF AWARD RECOMMENDATIONS

a. Recommendations for DMSMs, JSCMs and JSAMs will be prepared on USAE Form 600-8-22-1 (see Appendix F) and transmitted to this Headquarters, ATTN: ACDP-MPD-A (only if the Command does not have approval authority). USAE Form 600-8-22-1 will not be used for service component award recommendations.

b. Recommendations for DDSMs and DSSMs will be prepared on memorandum for recommendation (see Appendix A for memorandum preparation guidance) and will be addressed through normal command channels to the Supreme Allied Commander Europe (SACEUR). They will be transmitted to this Headquarters, ATTN: ACDP-MPD-A, in an original and one copy. Recommendations and endorsements, if any, will be signed by the Senior U.S. Officer as outlined below.

c. Recommendations may be initiated/signed by the appropriate first line supervisor to include foreign military personnel or DoD civilians. However, recommendations forwarded to this headquarters for approval will be submitted with the signature of the Senior U.S. Officer or designated representative of general officer or flag officer rank in the originating and each intermediate headquarters. Endorsements on memorandum for recommendation will be used to the maximum extent. The final endorsement will be used to transmit the recommendation to this Headquarters.

d. Award recommendations not initiated by the Senior U.S. Officer must include his/her concurrence/nonconcurrence. All recommendations will be routed through the appropriate company/detachment or comparable troop-level commander and all intermediate commanders.

e. If the recommended individual has served in two or more divisions or activities within ACE and the award recommendation covers accomplishments in both divisions or activities, the concurrence of each U.S. Officer/Commander must be obtained and so noted in a forwarding endorsement. In the case of nonconcurrence, a brief statement is required. In this aspect, a recommendation for service must include the entire period of assignment with the organization and ACE (excluding prior completed tours of duty within ACE for which an award was properly presented). No portion of the current tour of duty may be omitted from the period of service for which the award recommendation is submitted. If the character of the individual's service or conduct in one or more of his/her job assignments results in nonconcurrence(s) in the recommendation, the recommendation will be returned to the originator for further consideration.

f. In the interests of economy, the preprinted endorsement or memorandum for recommendation will be used to record processing/routing actions. Pen and ink/rubber stamp entries are encouraged. Additional endorsements/continuation sheets of the text are discouraged but may be added on plain paper only if the provided space on memorandum for recommendation is inadequate.

g. The **narrative justification for either the DDSM or DSSM shall not exceed three single-spaced typewritten pages, and for lesser Defense decorations it shall not exceed one single-spaced typewritten page.** The narrative should be specific and factual, giving concrete examples of exactly what the member did, how it was done and what benefits or results were realized that significantly exceeded superior performance of duty. Supporting documentation should be included only when such documentation is essential to the recommendation.

h. Citations for the DMSM, JSCM and JSAM shall be prepared on 8 1/2 x 11 inch plain bond paper. Parchment paper or other suitable paper stock may be used. Command seals may be imprinted if desired to enhance the quality and esthetic value of the citation. Preparation of citations in final format will be enforced (see Appendix D & E).

i. Submission Timeframes: To ensure presentation of approved awards prior to the individual's departure from ACE, recommendations should be submitted within the time frames indicated below:

(1) Recommendations for the DMSM, JSCM and JSAM should reach the awards processing official 60 days prior to projected ending date of the award period.

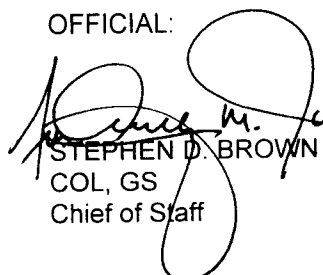
(2) Recommendations for the DDSM and DSSM should reach this Headquarters not later than 120 days prior to the projected ending date of the award period.

(3) Heroism and achievement awards should be given priority processing and forwarded to this Headquarters without delay. Heroism recommendations will be accompanied by eyewitness statements and any other available supporting documents.

j. Commanders will ensure that pertinent local U.S. intelligence/investigative, UCMJ, customs and MP agency files contain no information which would preclude favorable consideration of an award recommendation. There is no requirement to note the absence of disqualifying information on the memorandum of recommendation.

k. Recommendations within ACE will be routed through the local National Support Element for administrative review, verification of personnel data and the files checks noted above. Each award being forwarded to this Headquarters for the SACEUR's approval will include a statement from the forwarding organization that the individual meets eligibility criteria in accordance with their respective service.

OFFICIAL:

 *Stephen D. Brown, Maj. AG*
STEPHEN D. BROWN
COL, GS
Chief of Staff

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Cdr, Det 2, USAFE JSS, APO AE 09620 (5)
Cdr, Det 3, USAFE JSS, APO AE 09630 (5)
Cdr, Det 5, USAFE JSS, APO AE 09821 (5)
Cdr, Det 8, USAFE JSS, APO AE 09469 (5)
Cdr, U.S. Navy Element SHAPE, APO AE 09705 (5)
Cdr, U.S. Navy Element AFCENT, APO AE 09703 (5)
Cdr, U.S. Army Element AFCENT, APO AE 09703 (5)
OIC, U.S. Navy Element AFSOUTH, FPO AE 09620 (5)
OIC, U.S. Navy Support Activity, FPO AE 09620 (5)
Cdr, U.S. Army Element, IBERLANT, APO AE 09726 (2)
Cdr, U.S. Army Element LANDCENT, APO AE 09099 (5)
Cdr, U.S. Army, Element SHAPE, APO AE 09705 (5)
Cdr, U.S., Air Force Element, AFCENT, APO AE 09703 (5)

Appendix A
SAMPLE RECOMMENDATION FOR DDSM/DSSM

(Letterhead of Initiating Component)

MEMORANDUM FOR Office of the Secretary of Defense, Military Personnel Division, ATTN: Awards Section, Washington, D. C. 20301

THRU Headquarters, United States Army Elements, Allied Command Europe, ATTN: ACDP-MPD-A, APO AE 09705

SUBJECT: Recommendation for Award of the Defense Distinguished Service Medal or Defense Superior Service Medal (as applicable)

Reference: (a) DoD Directive 1348-33-M, "Defense Distinguished Service Medal" or "Defense Superior Service Medal" (as applicable).

Under reference (a), recommend that the following member be awarded the Defense Distinguished Service Medal or Defense Superior Service Medal (as applicable):

- a. (Grade, name, social security number and service component)
- b. **(Unit of assignment completely spelled out to include UIC or PAS Code and APO)**
- c. (Grade and duty for which recommended)
- d. (Inclusive dates for which recommended)
- e. Individual to be (reassigned permanent change of station on _____) (retired from active military service on _____) (provide forwarding address for presentation purposes).
- f. (If presentation is desired before departure, state date required)
- g. (Previous personal joint awards)
- h. No other award for this member for this action is pending and no previous award has been made for the service described herein. (It is the responsibility of the recommending official to ensure compliance with this policy)

Enclosed is a narrative description of (achievement performed or service rendered):

(The narrative should be specific and factual, giving concrete examples of exactly what the member did, how it was done, and what benefits or results were realized that significantly exceeded superior performances of duty.)

(Signature of recommending official)

3 Encls

- 1. Narrative (no more than 3 pages single spaced)
- 2. Citation (single spaced, up to 20 typewritten lines)
- 3. Supporting information, if appropriate

Appendix B
TRI-SERVICE AWARDS BOARD ORGANIZATION
HEADQUARTERS, UNITED STATES ARMY ELEMENTS
ALLIED COMMAND EUROPE

1. The Joint Awards Boards will be administered on a bi-monthly basis. Awards will be routed through board members regularly based on the number of award recommendations received in any period, not to exceed two weeks. This procedure will decrease the awards processing turnaround time.
2. Awards board will include individuals from the three services as follows:
 - a. One O-6 (any service) to serve as President of Board.
 - b. Two O-5 (from remaining two services).
 - c. Two Senior Noncommissioned Officers (E-8 or above, from any service).
3. Voting Procedures:
 - a. President may vote on all packets, or serve as tie-breaker.
 - b. The majority vote will determine the outcome of the recommended award. Approval or disapproval of award is only based on a consensus of the board. The President of the Board alone does not possess the authority to either approve nor disapprove the award.
4. Copies of the attached Awards board brief will be given to each board member.
5. After the awards board has been completed and the results approved by the Board President, they will be forwarded to the approval authority for final approval.

Appendix C
COMMANDS/ORGANIZATIONS SUPPORTED BY THE SHAPE
TRI-U.S. SERVICES AWARDS BOARD

2nd Allied Tactical Air Force
USNMR
*SHAPE
Personnel of USEUCOM

*Includes subordinate commands/units and applicable U.S. Navy, U.S. Army Elements and USAFE JSS Detachments.

Note: Refer to Chapter 3, this regulation, for information regarding awards boards.

Cdr, SPASAC, APO AE 09705
Cdr, ACE Mobile Force (L), APO AE 09099
Sr. U.S. Officer, AAFCE, APO AE 09012
Sr. U.S. Officer, 2ATAF, APO AE 09103
Sr. U.S. Officer, 4ATAF, APO AE 09012
Sr. U.S. Officer, 5ATAF, APO AE 09821
Sr. U.S. Officer, NATO/AWACS Geilenkirchen, APO AE 09104
Sr. U.S. Officer, AFNORTHWEST FPO AE 09421
Sr. U.S. Officer, ARRC, APO AE 09234
Cdr, HQUSAFE, JSS, APO AE 09131
Cdr, Det 1, USAFE JSS, APO AE 09705
Cdr, Det 2, USAFE JSS, APO AE 09620
Cdr, Det 3, USAFE JSS, APO AE 09630
Cdr, Det 5, USAFE JSS, APO AE 09821
Cdr, Det 8, USAFE JSS, APO AE 09469
Cdr, U.S. Navy Element SHAPE, APO AE 09705
Cdr, U.S. Navy Element AFCENT, APO AE 09703
OIC, U.S. Navy Element AFSOUTH, FPO AE 09620
OIC, U.S. Navy Support Activity, FPO AE 09620
Cdr, U.S. Army Element, IBERLANT, APO AE 09726
Cdr, U.S. Army Element LANDCENT, APO AE 09099
Cdr, U.S. Army Element AFCENT, APO AE 09703
Cdr, U.S. Air Force Element AFCENT, APO AE 09703

Appendix D
SAMPLES AND INSTRUCTIONS FOR CITATIONS

1. Local manufacture of citations is not authorized. Citations imprinted with DoD heading may be used until current stock levels are depleted.
2. The opening sentence must identify the awardee by grade, name, duty assignment (except where the act was not performed as part of a duty assignment), location and date (or inclusive dates).
3. The narrative is a short description of the act, achievement or service. Facts should be specific and confined to no more than two sentences. Avoid superfluous adjectives and other embellishment.
4. Confine the closing to one sentence which will personalize the summation by use of the awardee's name and his or her attributes.
5. In citations for retirement awards, use the word "long" (closing sentence) only for service over 30 years.
6. Do not use code names in citations, nor any abbreviations other than Jr., Sr., II, and so on, following the service member's name. For compound grade titles, such as first lieutenant, staff sergeant, and so on, spell out the complete grade title in the opening sentence and then use the short title in the rest of the citation. Example: lieutenant, sergeant, etc.
7. Samples:

DEFENSE MERITORIOUS SERVICE MEDAL

OPENING SENTENCE:

Major Anthony J. Jones, United States Army, distinguished him by exceptionally meritorious service (achievement) as (duty assignment) or (while assigned to (office) from _____ to _____).

NARRATIVE DESCRIPTION:

During his three years in RSGS, he directed communications planning and executed successful communications support for over 20 SHAPE exercises to include: ABET GIANT (2), JWID (2), STRONG RESOLVE, ABLE ALLY, CMX (2), ALLIED EFFORT, ABLE FAST (7), DYNAMIC ACTION, SHAPEX (3), MOBEX; he further planned communications for the 45th anniversary of NATO, 30th Anniversary of SHAPE's move to Belgium (parade and activities), SACEUR Change of Command, RSGS Change of Command, several ACE wide deployments and numerous ancillary signal support missions.

OR

In this important assignment, Major Jones' outstanding leadership and devotion to duty were instrumental factors in the resolution of many problems of major importance to the Department of Defense.

CLOSING SENTENCE:

The distinctive accomplishments of Major Jones reflect great credit upon him, the United States Army and the Department of Defense.

(Retirement Award)

The distinctive accomplishments of Major Jones culminate a (long and) distinguished career in the service of his country and reflect great credit upon him, the United States Army and the Department of Defense.

(Separation Award)

The distinctive accomplishments of Major Jones while serving his country reflect great credit upon him, the United States Army and the Department of Defense.

(Posthumous Award)

The distinctive accomplishments of Major Jones in the dedication of his service to his country reflect great credit upon him, the United States Army and the Department of Defense.

JOINT SERVICE COMMENDATION MEDAL

OPENING SENTENCE:

Petty Officer Second Class Anthony Jones, United States Navy, distinguished him by exceptionally meritorious service (achievement) as (duty assignment and office) or (while assigned to (office) from _____ to _____).

NARRATIVE DESCRIPTION:

During this period Petty Officer Jones' outstanding professional skill, knowledge and leadership aided immeasurably in identifying problem areas in the field of (_____) and in developing and implementing research projects capable of solving these problems.

CLOSING SENTENCE:

The distinctive accomplishments of Petty Officer Jones reflect great credit upon him, the United States Navy and the Department of Defense.

(Retirement Award)

The distinctive accomplishments of Sergeant Jones culminate a (long and) distinguished career in the service of his country and reflect great credit upon him, the United States Army and the Department of Defense.

(Separation Award)

The distinctive accomplishments of Sergeant Jones while serving his country reflect great credit upon him, the United States Air Force, and the Department of Defense.

(Posthumous Award)

The distinctive accomplishments of Sergeant Jones in the dedication of his service to his country reflect great credit upon him, the United States Army, and the Department of Defense.

JOINT SERVICE ACHIEVEMENT MEDAL

OPENING SENTENCE:

Staff Sergeant Anthony J. Jones, United States Air Force, distinguished him by exceptionally meritorious achievement as (duty assignment) or (while assigned to office) from _____ to _____.

NARRATIVE DESCRIPTION:

Staff Sergeant Jones' demonstrated outstanding professional skill, knowledge and interservice leadership in organizing, developing and reforming the administrative requirements for the Department of Defense Variable Housing Allowance Study Group.

CLOSING SENTENCE:

The distinctive accomplishments of Staff Sergeant Jones reflect credit upon him, the United States Air Force and the Department of Defense.

Appendix E
SAMPLES AND INSTRUCTIONS FOR
ARMY AWARDS TO FOREIGN MILITARY PERSONNEL

1. REFERENCES: AR 672-7, AR 600-8-22, DoD Manual 1348.33-M
2. PURPOSE: Provide information regarding subject awards.
3. DISCUSSION:
 - a. AR 672-7(C), 1 May 85 authorizes the award of Army awards to military personnel of friendly foreign nations.
 - b. Recommendations are submitted on a DA Form 638, Recommendation for Award, Nov 94 edition, (see Appendix G) and must include a narrative justification (one page, double spaced) an original citation (Encl 1), a biographical sketch of the individual (sketch must include year, month and day of birth), a Defense Intelligence Agency (DIA) files check (Encl 2), concurrence of the Ambassador of the awardee's country and the Attaché of the U.S. Embassy in the awardee's country (Encl 3). These actions must be accomplished prior to forwarding the request to USAE, ACE (MPD Awards Section).
 - c. Upon receipt at MPD, the recommendation is reviewed for regulatory compliance and is forwarded to OSACEUR for approval/disapproval concurrence. LM or higher U.S. Awards are forwarded to the Office of the Secretary of Defense for approval. Award approval time frame varies depending on workloads and cooperation of the host nation who must concur with the award; the process could take from 4 - 6 months.
 - d. Recent changes resulted in MACOMs being delegated approval authority for the MSM, ARCOM and AAM to foreign military personnel within their geographical area of responsibility or command. For soldiers assigned to ACE, the approval authority is the CG, USAE ACE. Processing procedures outlined in paragraph b above remain unchanged for ACE activities.
 - e. Processing timeframe for LM is 180 days; MSM and below is 90 days.
 - f. DA Form 638 can be procured through the local Army Forms Manager or by using Delrina Form Flow.

The President of the United States of America authorized by Act of Congress,
July 20, 1942, has awarded the Legion of Merit (Degree of Commander)

Colonel-General Leo Peter Doe
Armed Forces of the Russian Federation

For exceptionally meritorious service from 15 October 1995 to 15 June 1997 while serving as the Deputy to the Supreme Allied Commander, Europe for Russian Forces in IFOR/SFOR at the Supreme Headquarters Allied Powers Europe, Belgium. Colonel-General DOE has been a vital asset in the development of the first Post Cold War, joint U.S./NATO-Russia peacekeeping military operation. Colonel-General DOE planned Russia's first joint military peacekeeping operations with NATO Forces and coordinated the strategic, operational, and tactical planning, force generation, deployment and mission execution of a Russian Airborne Brigade with the concurrent deployment of NATO and Non-NATO forces. Through his planning skills, diplomacy and dedication to the successful accomplishment of the IFOR/SFOR mission, the people in Bosnia-Herzegovina have regained a measure of the freedom and stability lost during a long and difficult conflict. Colonel-General DOE was instrumental in maintaining the highest level of NATO-Russian interoperability during extremely difficult and complex phases of the IFOR and SFOR operation, contributing significantly to the preservation of the peace in Bosnia. His exceptional performance over the past 19 months demonstrated the highest level of professional commitment, skill, and dedication and his untiring efforts have significantly contributed to peace in Bosnia-Herzegovina as well as the long-term sustainment of U.S./NATO-Russia military cooperation. Colonel-General DOE's significant contributions, military professionalism, and outstanding performance of duty reflect great credit upon himself, uphold the highest traditions of the Russian Army and reflect exceptional credit to the vitally important NATO-Russia relationship.

*****YOU MUST LEAVE AT LEAST A 3 INCH BOTTOM MARGIN FOR
OSD SEAL AND SECRETARY OF DEFENSE'S SIGNATURE.**

Encl 1

OFFICE SYMBOL (lb)

DATE

MEMORANDUM FOR Defense Intelligence Agency (DIA) ATTN: Ms Georgia Dean, 200 MacDill Blvd,
Washington DC 20340-0001

SUBJECT: Files Check on Colonel-General John Doe, Russian Army

1. Request that a DIA files check be conducted on Colonel-General John Doe, Russian Army. Colonel-General John Doe, has been recommended for award of the Legion of Merit and the files check is required prior to approval.
2. The response may be faxed to SFC Peters at DSN 123-4567.

FOR THE COMMANDER:

Signature Block

*******REQUEST MAY BE FAXED TO DSN 428-8775/2000.**

Encl 2

OFFICE SYMBOL (lb)

DATE

MEMORANDUM FOR United States Defense Attaché Office, Russia

SUBJECT: Recommendation for Award of the Legion of Merit for Colonel-General John Doe, Armed Forces of the Russian Federation

1. The enclosed award recommendation is forwarded to you for your assistance in obtaining required endorsements from the Ambassador's Office and the Defense Attaché Office (DAO).
2. Colonel-General Doe has been submitted for an Army award. A concurrence must be received from the Ambassador and the DAO prior to approval.
3. Thank you in advance for your expeditious assistance in obtaining the above mentioned endorsements.
4. Point of contact is SFC Martinez or SPC Rose at DSN 123-4567.

Signature Block

Encl 3

Appendix F
 PREPARING USAE FORM 600-8-22-1
 RECOMMENDATION FOR DEPARTMENT OF DEFENSE AWARD

A. GENERAL PROCEDURES

1. The USAE Form 600-8-22-1 will be used to initiate, process and approve award recommendations for Defense Meritorious Service Medal (DMSM), Joint Service Achievement Medal (JSAM) and Joint Service Commendation Medal (JSCM).

2. Each recommendation for a Defense decoration is evaluated on the merits of the justification submitted. The justification must be specific, factual and provide concrete examples of exactly what the person did, how well he or she did it and what the impact or benefits were and how they significantly exceeded expected performance of duty.

3. Use standard pica or courier 10 pitch, or similarly large type styles with a solid imprint (impact, laser or inkjet).

B. STEPS FOR PREPARING USAE FORM 600-8-22-1

STEP	WORKCENTER	REQUIRED ACTION
1.	Service Member	Performs a valorous or heroic act, meritorious achievement or meritorious service.
2.	Recommender	Complete parts I, II, III and IV of USAE Form 600-8-22-1.
3.	Recommender	Enter the address of the final approval authority in block 1.
4.	Recommender	Enter the address of the soldier's immediate commander in block 2.
5.	Recommender	Enter date in block 3.
6.	Recommender	Enter soldier's complete name, rank, branch of service, social security number, time on station, duty title, organization, and duty position in blocks 4, 5, 6, 7, 8, 9, 10 and 11 respectively.
7.	Recommender	List all previous individual Defense awards to include oak leaf clusters in block 12.
8.	Recommender	Enter recommended award in block 13.

STEP	WORKCENTER	REQUIRED ACTION
9.	Recommender	Enter period of award in block 14.
10.	Recommender	Indicate reason for award in block 15.
11.	Recommender	Enter presentation date in block 16.
12.	Recommender	Enter departure date (PCS only) in block 17.
13.	Recommender	Enter name/rank/branch of service of recommending official in block 18.
14.	Recommender	Enter title position and organization in blocks 19 and 20 respectively.
15.	Recommender	Signature of recommending official in block 21.
16.	Recommender	Complete the proposed justification in block 22. Use specific examples of meritorious acts or <u>service in bullet format only</u> .
17.	Recommender	Enter nominee's name and social security number in blocks 23 and 24 respectively.
18.	Recommender	Enter proposed citation in block 25. A hard copy of citation must be attached to each award request.
19.	Intermediate Authority	Complete blocks 26, 27 and 28.
20.	Award Approval Authority	Final award approval authority will be completed in block 29. If award is approved, forward the USAE Form 600-8-22-1 to orders issuing authority (Military Personnel Division, ATTN: ACDP-MPD-A (Awards), CMR 450 Box 5100, APO AE 09705) for completion.
21.	Military Personnel Division	Prepare orders and the award certificate.
22.	Military Personnel Division	File original USAE Form 600-8-22-1 in awards order file.
23.	Military Personnel Division	The original certificate and soldier's copy of award orders go into the green award folder for presentation to soldier. Forward award to PAC/Adjutant for presentation.

RECOMMENDATION FOR DEPARTMENT OF DEFENSE AWARD

This form is for DMSM, JSAM, and JSCM awards only. Refer to instructions in USA ELMS ACE Reg 600-8-22 for all other awards.

This form is subject to the Privacy Act of 1974.

1. TO:	2. FROM:	3. DATE:
--------	----------	----------

PART I - NOMINEE DATA

4. NAME (LAST, FIRST, MI)	5. RANK	6. BRANCH OF SERVICE	7. SSN	8. TIME ON STATION a. YEARS b. MONTHS
9. DUTY TITLE	10. ORGANIZATION/OFFICE SYMBOL	11. DUTY POSITION (PARAGRAPH AND LINE NUMBER FROM JOINT MANNING DOCUMENT OR ATTACH ONE COPY OF TDY ORDERS)		
12. PREVIOUS DEFENSE AWARDS	13. RECOMMENDED AWARD DMSM <input type="checkbox"/> JSCM <input type="checkbox"/> JSAM <input type="checkbox"/>		14. PERIOD OF AWARD a. FROM b. TO	
15. REASON FOR AWARD (INDICATE ACHIEVEMENT, SERVICE, PCS, ETS, RETIREMENT OR POSTHUMOUS)	16. PRESENTATION DATE		17. DEPARTURE (PCS Only)	

PART II - RECOMMENDER DATA

18. NAME/RANK/BRANCH OF SERVICE (Recommending Official)	NO OTHER AWARD TO THIS INDIVIDUAL FOR THIS ACTION IS PENDING AND NO PREVIOUS AWARD HAS BEEN MADE FOR THE ACT OR SERVICE DESCRIBED HEREIN. PERFORMANCE EFFICIENCY (EFFECTIVENESS) REPORTS HAVE BEEN CONSISTENT WITH THE PERFORMANCE INDICATED IN THE CITATION.
19. TITLE/POSITION	
20. ORGANIZATION/OFFICE SYMBOL	21. SIGNATURE

PART III - JUSTIFICATION

22. AWARD JUSTIFICATION (Use specific examples of meritorious acts or service in bullet format only.)

RECOMMENDATION FOR DEPARTMENT OF DEFENSE AWARD (Continued)

This form is for DMSM, JSAM, and JSCM awards only. Refer to instructions in USA ELMS ACE Reg 600-8-22 for all other awards.

This form is subject to the Privacy Act of 1974.

23. NOMINEE NAME

24. NOMINEE SSN

PART III - JUSTIFICATION (continuation)

25. JUSTIFICATION (See USA ELMS ACE Reg 600-8-22 for Information)

PART IV - CITATION

26. PROPOSED CITATION (Submit citation as an enclosure IAW USA ELMS ACE Reg 600-8-22)

PART V - RECOMMENDATIONS/APPROVAL/DISAPPROVAL27. INTERMEDIATE
AUTHORITY

a. NAME/RANK

b. TITLE/POSITION/OFFICE SYMBOL

c. RECOMMENDED (Mark One Block)

d. RECOMMEND UPGRADE OR DOWNGRADE TO:
(Indicate Type of Award)

e. SIGNATURE

APPROVAL ☐ DISAPPROVAL ☐

f. COMMENTS

g. DATE

28. INTERMEDIATE
AUTHORITY

a. NAME/RANK

b. TITLE/POSITION/OFFICE SYMBOL

c. RECOMMENDED (Mark One Block)

d. RECOMMEND UPGRADE OR DOWNGRADE TO:
(Indicate Type of Award)

e. SIGNATURE

APPROVAL ☐ DISAPPROVAL ☐

f. COMMENTS

g. DATE

29. INTERMEDIATE
AUTHORITY

a. NAME/RANK

b. TITLE/POSITION/OFFICE SYMBOL

c. RECOMMENDED (Mark One Block)

d. RECOMMEND UPGRADE OR DOWNGRADE TO:
(Indicate Type of Award)

e. SIGNATURE

APPROVAL ☐ DISAPPROVAL ☐

f. COMMENTS

g. DATE

30. APPROVAL
AUTHORITY

a. NAME/RANK

b. TITLE/POSITION/OFFICE SYMBOL

c. RECOMMENDED (Mark One Block)

d. UPGRADE OR DOWNGRADE TO:
(Indicate Type of Award)

e. SIGNATURE

APPROVED ☐ DISAPPROVED ☐

f. COMMENTS

g. DATE

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is ODCSPER

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

1. TO		2. FROM		3. DATE	
PART I - SOLDIER DATA					
4. NAME		5. RANK		6. SSN	
7. ORGANIZATION		8. PREVIOUS AWARDS			
9. BRANCH OF SERVICE		10. RECOMMENDED AWARD		11. PERIOD OF AWARD	
				a. FROM	b. TO
12. REASON FOR AWARD		13. POSTHUMOUS			
12a. INDICATE ACH, SVC, PCS, ETS OR RET		12b. INTERIM AWARD		YES <input type="checkbox"/> NO <input type="checkbox"/>	
		IF YES, STATE AWARD GIVEN		YES <input type="checkbox"/> NO <input type="checkbox"/>	

PART II - RECOMMENDER DATA			
14. NAME		15. ADDRESS	
16. TITLE/POSITION	17. RANK		
18. RELATIONSHIP TO AWARDEE		19. SIGNATURE	

PART III - JUSTIFICATION AND CITATION DATA <i>(Use specific bullet examples of meritorious acts or service)</i>	
20. ACHIEVEMENTS	
ACHIEVEMENT #1	
ACHIEVEMENT #2	
ACHIEVEMENT #3	
ACHIEVEMENT #4	
21. PROPOSED CITATION	

NAME		SSN	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. <i>I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.</i>		22a. SIGNATURE	
22b. DATE			
23. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL UPGRADE TO: DOWNGRADE TO:			
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL UPGRADE TO: DOWNGRADE TO:			
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL UPGRADE TO: DOWNGRADE TO:			
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO	b. FROM	c. DATE
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED RECOMMEND UPGRADE TO: DOWNGRADE TO:			
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ		27b. PERMANENT ORDER NO.	
28a. NAME OF ORDERS APPROVAL AUTHORITY		28b. RANK	
28c. TITLE/POSITION		29. APPROVED AWARD	
28d. SIGNATURE		30. DATE	
31. DISTRIBUTION			